Room Use Function Code Definitions
Fiscal Year Ended June 30, 2014

Assignable Room Use Function Codes

0102 Instruction / Departmental Research

Cost Accounting Standards Category: Instruction/Departmental Research Direct
Class Codes: 11000, 13000, 14000, 16000, 21000, 42000, 47000, 8NNNN

Space used for academic instruction, departmental research, and related activities, such as:

- Community education, credit and non-credit
- Course and curriculum improvement
- Course preparation and grading
- Departmental Research activity not separately budgeted and accounted for by project/grant
- Faculty scholarly activity not separately budgeted and accounted for by project/grant
- Research incentive funds, activity supported by
- Research Training Grant activity, Class Code 16000
- Scholarship and fellowship activity
- Sponsored Instruction
- Start-up funds, activity supported by
- Supervision of teaching assistants
0202 Organized Research

Cost Accounting Standards Category: On-Campus Organized Research Direct
Cost Accounting Standards Category: Off-Campus Organized Research Direct

Class Codes: 22000, 22100

Space used for research that is:

- Performed in facilities owned or leased by the University, AND
- Separately budgeted and accounted for by project/grant, AND
- Managed by academic units, centers, institutes, or divisions.

Project funding can be from:

- Research grant or contract, OR
- University funds.

Include space used for cost sharing commitments for these agreements.

Cautions

1. Space charged directly to sponsored Organized Research awards MUST be coded Room Use Function Code 1102, Internal Service Operations.
2. The activities listed below are NOT ORGANIZED RESEARCH:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Room Use Function Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Trials</td>
<td>0302 Other Sponsored Activities – Public Service</td>
</tr>
<tr>
<td>Sponsored conferences</td>
<td>0302 Other Sponsored Activities – Public Service</td>
</tr>
<tr>
<td>Departmental Research</td>
<td>0102 Instruction / Departmental Research</td>
</tr>
<tr>
<td>Public service – external sponsor only</td>
<td>0302 Other Sponsored Activities – Public Service</td>
</tr>
<tr>
<td>Public service activities,</td>
<td>0302 Other Sponsored Activities – Public Service</td>
</tr>
<tr>
<td>UM sponsored, or UM and</td>
<td></td>
</tr>
<tr>
<td>external sponsor(s)</td>
<td></td>
</tr>
<tr>
<td>Research Training Grant</td>
<td>0102 Instruction / Departmental Research</td>
</tr>
<tr>
<td>Scholarship and fellowship</td>
<td>0102 Instruction / Departmental Research</td>
</tr>
</tbody>
</table>

Exception

These units must use special instructions available from Space Analysis:
- Arboretum & Botanical Gardens
- LSA Herbarium
- LSA Kelsey Museum of Archaeology
- LSA Museum of Anthropology
- LSA Museum of Paleontology
- LSA Museum of Zoology
0302 Other Sponsored Activities -- Public Service

Cost Accounting Standards Category: Other Sponsored Activities Direct

Class Codes: 31000, 31200

Space used for externally sponsored public service activities that are neither Instruction nor Organized Research.

Include space used for cost sharing commitments for these agreements.

Examples of activities included:

- Art exhibitions
  - Clinical trials of drugs, materials, devices, and the like, developed off-site
- Commercial testing programs
- Community service programs
- Conferences
- Health service projects
- Intergovernmental Personnel Agreements (IPAs)
- Sponsored activity for broadcasting services
0402  Departmental Administration

Cost Accounting Standards Category:  Departmental Administration  Indirect

Class Codes:  11100, 13100, 21100, 43000, 44000, 46000, 46100

Space used for administrative activities to which all of these criteria apply:
- Occur in schools, colleges, centers, divisions, and institutes, AND
- Are unrelated to facility management, AND
- Are neither student services nor student administration.

Examples – space used for:
Academic computing support that is NOT network related:
  Formally organized activities providing computer support for Instruction, Organized Research, and Public Service
Administrative activities of:
  - Chairs and associate chairs
  - Office support staff in schools, colleges, centers, institutes, and departments
  - Deans and assistant deans
  - Departmental administrators
  - Faculty
Administration of personnel appointments and policies
Administration for community education
Departmental libraries NOT part of the University Library
Organized activities providing media services for Instruction, Organized Research, and Public Service
Professional development of faculty and staff
Unit budget planning and management in schools, colleges, research centers, divisions, and institutes

Rooms used for multiple activities, such as:
  - Copy rooms
  - Departmental coat closets
  - Departmental lunchrooms
  - Departmental mail rooms
  - Departmental stockrooms

CAUTION
Conference Room, Room Type 350:
  If there is...
  a) More than one activity in room  100% 0402, Departmental Admin
  b) SINGLE activity in room  Use SINGLE appropriate RUFC for activity
0502 General Administration

Cost Accounting Standards Category: General and Administrative Indirect

Class Codes: 61000, 62000, 63000, 64000, 66000

Space used for university-wide administrative activities that benefit more than one of the following activities:

- 0102 Instruction / Departmental Research
- 0202 Organized Research
- 0302 Other Sponsored Activities – Public Service
- 1302 Other Institutional Activities – Public Service

Only central administrative units can use Room Use Function Code 0502.

Included Units
- Assistant/Associate Vice-Provosts
- Benefits Office
- Chancellors’ Offices
- Financial Analysis
- Financial Operations: except Sponsored Programs & Cost Reimbursement, see 0602
- General Counsel
- Human Resources
- Payroll

- President’s Office
- Provosts’ Offices
- Procurement Services
- Risk Management
- University Audits
- University Record
- Vice Chancellors’ Offices
- Vice Presidents, unless in Excluded Units below
- Vice Provosts’ Offices

Excluded Units
- Assoc VP Facilities & Operations Use 0802 Plant Operations and Maintenance
- Assoc VP for Development Use 1302 Other Institutional Activities – Public Service
- Bicentennial Executive Director Use 1302 Other Institutional Activities – Public Service
- Chief Investment Officer Use 1302 Other Institutional Activities – Public Service
- Special Counsel to Pres for Sustainability Use 0802 Plant Operations and Maintenance
- Exec Dir, Div of Pub Safety & Security Use 0802 Plant Operations and Maintenance
- Vice President for Government Relations Use 1302 Other Institutional Activities – Public Service
- Vice President for Development Use 1302 Other Institutional Activities – Public Service
- Vice President for Research Use 0602 Sponsored Projects Administration
- Vice President for Student Affairs Use 0702 Student Administration and Services

Caution
Indirect Cost Recovery Excluded (ICRX) activities, SUCH AS:
- Alumni activities
- Development and fund raising: all
- External / Corporate / Government / Public relations
- Lobbying
- Selling and marketing

Use 1302, Other Institutional Activity
**0602  Sponsored Projects Administration**

Cost Accounting Standards Category: Sponsored Projects Administration  Indirect  
Class: 48000  

Space used by separate, centralized organizations established primarily to administer sponsored projects.  

Reminder  
Technology Management:  
Patent Marketing/Defense, central and in schools & colleges -- use 1302, Other Institutional Activity

**Included Units**  
Contract Administration  
Cost Reimbursement Office  
Dearborn: Research and Sponsored Programs  
Engineering: Technology Transfer & Communication: protection of intellectual properties only  
Financial Operations: Sponsored Programs  
Flint: Office of Research  
Medical School: protection of intellectual properties only  
Office of Research and Sponsored Projects  
Office of Vice President for Research  
Technology Transfer Office: protection of intellectual properties only  

**0702  Student Administration and Services**

Cost Accounting Standards Category: Student Administration & Services  Indirect  
Class Codes: 51000, 52000, 53000, 54000, 55000, 56000, 57000  

Space used to administer student affairs and services, centrally and in schools and colleges.  

**Included Units**  
Associate VP Student Affairs  
Dean of Students  
Vice President for Student Affairs  

**Included Activities**  
Academic counseling  
Admissions  
Career and placement services  
Course catalog preparation  
Counseling for students, academic  
Counseling for students, non-academic  
Financial aid administration  
Minority programs for students  
Opportunity programs for students  
Recreational sports  
Student advisers  
Student recruitment  
WCBN
0802 Plant Operations and Maintenance

Cost Accounting Standards Category: Plant Operations & Maintenance Indirect
Class Codes: 71000, 71100, 71200, 71300, 71500

Space used to administer, supervise, operate, maintain, preserve, and protect the University's physical plant, whether centralized or in schools, colleges and departments.

Space used for activities that maintain the fiber optics backbone and the infrastructure for networks and telecommunications.

Included Units
- Architecture, Engineering, and Construction Office
- Assoc Vice President Facilities & Operations
- Building Services
- Division of Public Safety & Security
- Executive Director of Plant Operations
- Grounds Services
- Interior Design
- Key Office
- Occupational Safety & Environmental Health
- Office of Campus Sustainability
- Physical Properties Improvement
- Plant Director
- Property Control
- Property Disposition
- Space Analysis
- University Architect/Planner Office
- Waste Management Services

Included Activities
- Computer networking
- Facility planning
- Space management

Excluded
- Janitors’ closets and associated storage: See 0010 Custodial Area
0902 Heating Plant and Utilities

<table>
<thead>
<tr>
<th>Cost Accounting Standards Category:</th>
<th>Heating Plant and Utilities</th>
<th>Indirect</th>
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<tbody>
<tr>
<td>Class:</td>
<td>72000</td>
<td></td>
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</table>

Space related to heating, cooling, electricity, gas, water, and any other utilities necessary to operate the physical plant. Include space used for energy conservation and energy cost avoidance program activities.

Excluded
- Mechanical areas: See 0030 Mechanical Area

1002 Library

<table>
<thead>
<tr>
<th>Cost Accounting Standards Category:</th>
<th>Libraries</th>
<th>Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>41000</td>
<td></td>
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Space occupied by these libraries:
- Art, Architecture & Engineering Library
- Bentley Historical Library
- Biological Station Library
- Clark Library
- Clements Library
- Digital Media Commons
- Fine Arts Library
- Hatcher Graduate Library
- Kresge Business Administration Library
- Law Library
- Mardigian Library -- Dearborn
- Museums Library
- Music Library
- Shapiro Undergraduate Library
- Spectrum/IGR Library
- Taubman Health Sciences Library
- Thompson Library -- Flint
- University Library and its official library divisions

Excluded
- Space used for:
  - Academic departmental libraries not part of the University Library system: See 0402 Dept Administration
  - Gerald R. Ford Library: See 1302 Other Institutional Activities – Public Service

Caution
- Room Use Function Codes for other activities of University Libraries:
  - 0102 Instruction/Departmental Research
  - 0202 Organized Research
  - 0302 Other Sponsored Activities – Public Service
  - 1302 Other Institutional Activities – Public Service
1102 Internal Service Operations

Cost Accounting Standards Category: Not Applicable

Space used only for units that recover all their facility costs through recharge rates.

Include space recovered as a direct cost from a sponsored award.

Included Units
- Auxiliary Services Complex – Green Road Prop
- Copy centers
- Information and Technology Services
- Printing centers

Caution
Do not assign Room Use Function Code 1102 for space used for approved recharge operations in schools, colleges, and institutes. Instead, use the Class Codes of customers to determine appropriate Room Use Function Codes.
1302 Other Institutional Activities – Public Service

Cost Accounting Standards Category: Other Institutional Activity Direct
Class Codes: 31100, 32000, 65000, 92310, 92320, NNNNX

Space used for all assignable activities other than those defined in Assignable Room Use Functions 0102 through 1102.

Space used for activities that are excluded for indirect cost purposes (ICRX activities).

Included Activities

- Alumni relations
- Commencement, planning
- Community relations
- Convocations, planning
- Corporate relations
- Development
- External relations
- Fund raising
- Government relations
- Intramural sports

- Lobbying
- News Services, non-University Record
- Patient care (hospitals and clinics)
- President’s/Chancellor’s Residences
- Professors emeriti with dry appointments
- Public relations
- Student clubs and organizations
- Technology Management: patent defense/marketing
- University relations
- Visiting scholars with dry appointments

Included Units

- Alumni Association
- Associate Vice President for Development
- Athletics
- Chief Investment Officer
- Gerald R. Ford Library
- Inglis House
- Institute of Fisheries
- Radrick Farms
- Rental Properties

- Student Publications
- Student Residences
- University Activities Center
- University Housing
- University Parking Services
- University Press
- Vice President for Development
- Vice President for Government Relations
1303 Other Institutional Activities, Private Use

Space...

- That is in buildings owned and occupied by the University,  
  AND
- That is occupied by a non-University entity,  
  AND
- For which the entity has a lease, management agreement, or contract with the University.

Reminder
  Contact the Office of Space Analysis before using Room Use Function Code 1303.

INCLUDES, BUT IS NOT RESTRICTED TO:

Ahmo’s Mediterranean Grill
Au Bon Pain
Barnes and Noble Bookstores
Beanster’s Café
Freshens
Howard Hughes Medical Institute
Panda Express
STA Travel
Starbucks
Subway
Sushi by Panda
Taco Bell Express
U-go’s Convenience Store
U-go’s Express
University Hospital Cafeteria
Venture Accelerator space at North Campus Research Complex
Wendy’s
Unclassified Room Use Functions

Reminder: You can show Unclassified Room Use Function Codes as 100%, or combine them with Assignable Room Use Function Codes.

0050 Inactive Area
Rooms available for assignment but not assigned to one or more of the preceding Room Use Function Codes.

0060 Alteration Area (Renovation)
Rooms undergoing remodeling and renovation.

0070 Unfinished Area
Rooms in new construction that are unfinished.

Nonassignable Room Use Functions

Reminders:
ONLY the Office of Space Analysis assigns Nonassignable Room Use Function codes to rooms. Nonassignable Functions must be shown as 100%.

0010 Custodial Area: Room Type must be 010 Custodial Area.
Examples: janitors' closets and associated storage rooms.

Excluded
Custodial supervisors' offices: See 0802 Plant Operations and Maintenance

0020 Circulation Area: Room Type must be 020 Circulation Area
Portions of a building that provide physical access for the public, such as lobbies, corridors, elevators, stairs, and loading docks.

Caution
Internal corridors not generally used by the public are Assignable space:

Room Type:
Assign the appropriate Room Type service category.

Room Use Function Code:
Use the Room Use Function Code assigned to the rooms served by the internal corridors.

0030 Mechanical Area: Room Type must be 030 Mechanical Area
Rooms housing mechanical equipment, such as:
- Boiler rooms
- Electrical equipment rooms
- Telephone wiring closets

0040 Public Restroom: Room Type must be 040 Public Restroom
Rooms providing restroom facilities for the public.